

# Online Registration Information

**130 Timpson St.** | [Click here for map](#) [1]

[Parks and Recreation \(Activities/Registration/Parks/Centers\)](#) [2]

Welcome to the City of Longview Online Registration process. If you are a first-time user to this site, there are a few things you should know.

## Registering for Online Activities

To use our Online Registration, you must have previously registered for a program with us (not necessarily online, if you have mailed, faxed or dropped off a registration form within the past 3 years, we will have your information in our database.) If you have not registered for any programs with us the past three years, we will need you to call or fill out a paper registration form so that we may update our files. After we receive your household information, we can issue your User Name and Password.

If you do not have this information or cannot remember your password and household ID, please call or email the appropriate office (see info below) and a staff member will email you your User Name and Password. For security reasons, you will not be able to obtain this information by phone. Once you have acquired your User Name and Password, you will be ready to register online.

Due to system limitations and the complexity of multiple fees, some activities are not available for online registration. If you try to register for an activity that is not available, the system will give you a message indicating that you cannot register for that activity online. Please utilize the other registration methods (fax, visit office or mail-in.)

## Notice to All Users

Online payment is accepted with MasterCard or Visa only. Registrations will not be completed until the payment is made. It is always a good idea to print a receipt and bring it with you to your first class. This will be proof of registration should the participants name not be included on a class roster. Some classes have additional information or forms that need to be completed by a participant or parent/guardian. When completing your online registration, you will be prompted to download these forms.

If you have any pop-up blockers installed, you will need to disable them or make the City of Longview a trusted site: <https://www.longviewtexas.gov/webtrac/vsiwebtrac.html>. If you do not, you will not be able to receive receipts or view all pages properly. The City of Longview has taken all of the necessary precautions to ensure that this is a secure site, similar to any other e-commerce site on the Internet.

To help you become familiar with the online process, we have developed an Online Tutorial. Check out the Online Registration tutorial.

**Step 1** Enter your User Name and Password. Once you are logged into the system, you may change your Password. We encourage you to customize your Password to something that is more familiar to you and that you will easily remember.

**Step 2** You are now eligible to enroll in the new programs during the registration period.

For information about activities and events offered by Parks and Recreation, call 903-237-1270.

For information about activities and events offered by Partners in Prevention, call 903-237-1019.

**For more information call: 903-237-1270** | [Contact Us](#) [3]

**Source URL:** <http://parks.longviewtexas.gov/online-registration-information-0>

**Links:**

- [1] [http://www.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=130+Timpson+St.+longview,+tx&sll=32.494574,-94.739266&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=130+E+Timpson+St,+Longview,+Gregg,+Texas+75602&ll=32.488045,-94.735816&spn=0.008398,0.01929&z=16](http://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=130+Timpson+St.+longview,+tx&sll=32.494574,-94.739266&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=130+E+Timpson+St,+Longview,+Gregg,+Texas+75602&ll=32.488045,-94.735816&spn=0.008398,0.01929&z=16)
- [2] <http://parks.longviewtexas.gov/service/parks-and-recreation-activitiesregistrationparkscenters>
- [3] <http://parks.longviewtexas.gov/services-contact#pard@longviewtexas.gov>